

DEPARTMENT OF TRANSPORTATION
PROFESSIONAL SERVICES MANAGEMENT UNIT
REQUEST FOR LETTERS OF INTEREST

THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION DESIRES TO ENGAGE PRIVATE CONSULTING FIRMS FOR THE PURPOSE OF PROVIDING PLANNING AND DESIGN ENGINEERING SERVICES FOR BRIDGE REPLACEMENT PROJECTS IN DIVISION 13.

The primary and/or subconsultant firm(s) shall be Pre-qualified to perform the below referenced work. The description and work codes required are as follows:

- rural roadway design (00201),
- subsurface utility engineering (SUE) (00235),
- geotechnical engineering services including drilling services, structure foundation design and roadway foundation design, (00294, 00295)
- utility coordination (00270),
- public water distribution (00173) and sanitary sewer collection (00203),
- hydraulic design – tier II (00434)
- structure design for bridge spans < 200 feet, culverts, and retaining walls (00024)
- preparation of Categorical Exclusions, Programmatic CE's and checklists (00032)
- traffic control plans (00247)
- pavement marking plans (00155),
- Human environment services including public involvement (00171),
- Natural environment services including threatened and endangered species (00243) and wetland/stream delineation (00280)
- Erosion and sediment control plans (00070), and
- Right of Way acquisition including negotiations and appraisals (00194)

The Firms or their subconsultants must be capable of providing all work required in an expedient manner.

All services listed above shall be done in accordance with the guidelines and standards for each unit.

The groups of bridges are shown at the back of this advertisement. Each team is encouraged to do their due diligence and identify the groups they wish to be considered in priority order.

The design plans for the work listed above shall be prepared in electronic format. The Department requires all electronic files be in Microstation format using Geopak software.

The proposed method of payment is Lump Sum.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

PREQUALIFICATION

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department **prior** to submittal of your letter of interest. . An

application may be accessed at <https://apps03.dot.state.nc.us/vendor/prequal>. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

EVALUATION

All qualified firms who submit responsive letters of interest will be considered.

The evaluation of firms submitting Letters of Interest for this work will be based on the following considerations and their respective weights:

1. The firm's experience and staff to perform the type of work required, and should include any designated subconsultants; **(30%)**
2. The firm's outstanding workload with NCDOT and NCTA; **(30%)**
3. The firm's proposed delivery schedule for the bridge groups requested. **(40%)**

North Carolina firms qualified to do the required work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate number of employees judged by the Department to be capable of performing a majority of the work required.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

FORMAT FOR SUBMISSION OF A PROFESSIONAL SERVICES MANAGEMENT UNIT LETTER OF INTEREST

All letters of interest are limited to fifteen (15) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be single-spaced, one sided. **ONLY ELECTRONIC LETTERS OF INTEREST WILL BE ACCEPTED.** Letters of interest containing more than fifteen (15) pages will not be considered.

Letters of Interest should be submitted in .pdf format using software such as Adobe, CutePDF, PDF Writer, DocuDesk deskPDF, etc.

One copy of the Letter of Interest should be sent through NCDOT's FTS system **as a .pdf file** to: psmu-411@ncdot.gov. The FTS system will send you an electronic receipt when your LOI is

downloaded to PSMU's server. **Paper copies are not required.** The subject line should contain the PEF's Name, and "LOI for Division 13 17BP Bridge Replacements".

If an interested firm does not have an FTS account they should send a request through e-mail to psmu-411@ncdot.gov. A response will be sent via the FTS system that will provide a login username, password, and login procedures.

Section I - Cover/Introductory Letter

The introductory letter should be addressed to Mr. Scott D. Blevins, P.E., Manager of the Professional Services Management Unit. Said letter is limited to two (2) pages and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- **The listing of the bridge groups the firm wishes to be considered (in priority order);**
- Statement regarding firms possible conflict of interest for the work; and
- Summation of information contained in the letter of interest.

Section II - Evaluation Factors

This section is limited to five (5) pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- Identify project personnel/subconsultants' qualifications and experience as related to this work;
- Unique qualifications of key team members;
- Identify type and location of similar work performed within last seven (7) years;
- Understanding of project approach **including the firms proposed schedule for each group requested consideration; and**
- Any innovative approaches to be used

Note: If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

Section III - Supportive Information

This section is limited to eight (8) pages and should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel;
- Names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest.

This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08), and;
- ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete and sign each Form RS-2 (instructions are listed on the form).

In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and signing the form.

The required forms are available at: <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

Private engineering firms are invited to have letters of interest for furnishing services for Planning and Design Services for 17BP Bridge Replacements "FTS-ed" to the Professional Services Management Unit by **12:00 p.m. on April 5, 2012. Letters of interest received after this deadline will not be considered.**

Firms submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above. If letters of interest do not meet ALL of these requirements, or if

they are sent by any means other than NCDOT's FTS system, or to any address other than psmu-411@ncdot.gov they will be disqualified. **No exception will be granted.**

The e-mail address is:

psmu-411@ncdot.gov

Any questions concerning the advertisement or scope of work should be directed to Scott Blevins, PE, at sblevins@ncdot.gov or by telephone at 919-707-7132.

If you feel information provided is inadequate to submit a letter of interest, please contact Mr. Blevins.

Firms should not contact any NCDOT Units or Division 13 concerning these projects. Doing so could result in disqualification.

The firm(s) selected will be notified by **April 24, 2012**. Notification will not be sent to firms not selected.

The firm(s) selected will be listed on the Internet at

http://www.ncdot.org/doh/preconstruct/highway/roadway/eng_coord/selection_comm/current.html by **April 25, 2012**.

GROUP 1						
DIV	STR#	WBS #	COUNTY	ROUTE	ACROSS	Recommendation (FSM)
13	100037	17BP.13.R.2	Buncombe	SR2786	MORGAN CREEK	40' Bridge or 2@95"x67" CSPA
13	100143	17BP.13.R.22	Buncombe	SR2027	MARTIN CREEK	45' Bridge or 19'5"x4'11" Alum BC
13	100217	17BP.13.R.23	Buncombe	SR2402	GRASSY BRANCH	50' Bridge or 2@9'x6' RCBC
13	100379	17BP.13.R.27	Buncombe	SR1003	PAINT CREEK	19'5"x4'11" Alum Box Culvert
13	100403	17BP.13.R.31	Buncombe	SR2101	CREEK	60' Bridge or 2@11'x9' RCBC
13	100542	17BP.13.R.34	Buncombe	SR2748	BUCKEYE CREEK	60' Bridge or 2@11'x7' RCBC
13	100592	17BP.13.R.38	Buncombe	SR2785	CREEK	55' Bridge or 2@8'x6' RCBC
13	100686	17BP.13.R.39	Buncombe	SR2407	GRASSY BRANCH	60' Bridge or 2@9'x6' RCBC
13	560046	17BP.13.R.44	Madison	SR1582	CREEK	60' Bridge or 2@9'x9' RCBC
13	560263	17BP.13.R.8	Madison	SR1167	SPRING CREEK	45' Bridge or 1@112"x75" CMPA
13	560408	17BP.13.R.46	Madison	SR1380	BRANCH OF BULL CREEK	55' Bridge or 18'2"x4'7" Alum. BC
13	560512	17BP.13.R.47	Madison	SR1351	CREEK	50' Bridge or 2@9'x6' RCBC
13	990112	17BP.13.R.76	Yancey	SR1124	INDIAN CREEK	60' Bridge or 2@6'x5' RCBC
GROUP 2						
DIV	STR#	WBS #	COUNTY	ROUTE	ACROSS	Recommendation (FSM)
13	110320	17BP.13.R.43	Burke	SR1241	RUSSELL CREEK	60' Bridge or 16'4"x6'8" Alum. BC
13	580118	17BP.13.R.52	McDowell	SR1560	CREEK	60' Bridge or 1@9'x7' RCBC
13	580122	17BP.13.R.98	McDowell	SR1560	CREEK	65' Bridge or 1@11'x8' RCBC
13	580123	17BP.13.R.10	McDowell	SR1560	CREEK	40' Bridge or 1@103"x71" CSPA
13	580126	17BP.13.R.11	McDowell	SR1560	CREEK	50' Bridge or 1@137"x87" CSPA
13	580167	17BP.13.R.55	McDowell	SR1539	CREEK	55' Bridge or 1@12'x6' RCBC
13	110007	17BP.13.R.40	Burke	SR1726	CREEK	65' Bridge or 21'6"x7'8" Alum BC
13	110218	17BP.13.R.42	Burke	SR1737	CREEK	55' Bridge or 19'5"x4'11" Alum BC
13	580245	17BP.13.R.12	McDowell	SR1128	CREEK	35' Bridge or 1@20'x4.5' Crownspan
13	580284	17BP.13.R.59	McDowell	SR1410	CREEK	60' Bridge or 2@8'x6' RCBC

Advertised March 15, 2012